



Research associate 3ie, New Delhi

1. Background

The [International Initiative for Impact Evaluation \(3ie\)](#) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie's evaluation office, based in New Delhi, is responsible for developing and implementing evidence programmes for impact evaluations, reviewing and quality assuring 3ie-funded impact evaluations and conducting in-house evaluations. Currently, the office supports projects and programmes across thematic areas like aquaculture, agricultural innovation, sanitation, immunisation and livelihoods. 3ie also recently launched a new programme, Swashakt, focused on promoting women's economic empowerment by supporting the implementation and evaluation of innovative interventions for women's collectives- and group-based enterprises in India.

3ie seeks a research associate to support some of these evidence programmes. The position will be based in 3ie's New Delhi office. However, for exceptional candidates with the right to work in India, we may consider a remote working arrangement.

2. Summary

The research associate will provide grant management and research support to the evaluation office. They are also expected to assist with knowledge management, evidence synthesis and stakeholder engagement related to the programme.

3. Key responsibilities

The core responsibilities are listed below, but the position may be assigned other duties depending on the organisation's needs.

3.1 Grant programme management

- Review technical deliverables submitted by grantees;
- Organise relevant events and meetings such as steering committee meetings, monitoring calls, workshops and other events;
- Prepare content for the webpages related to 3ie programmes;
- Participate in key stakeholder meetings, and field-based missions from time-to-time;

New Delhi

202–203, Rectangle One, D-4, Saket District Centre, New Delhi – 110017, India

3ie@3ieimpact.org Tel: +91 11 4989 4444

- Coordinate with key stakeholders in the programme, such as donors, thought-partners, grantees, implementers, policymakers and others;
- Assist in planning workshops where results and lessons from 3ie-supported grants are shared; and
- Assist in preparing donor reporting documents.

3.2 Contributing to research and evaluation

- Under the guidance of the programme manager, design and implement mixed-methods research to examine the evidence programme's main questions;
- Analyse quantitative and qualitative data collected for evidence production;
- Manage field teams to ensure data quality and reliability;
- Undertake site visits for data collection, monitoring and engagement with grantees;
- Co-author evaluation reports and research articles with the programme team;
- Analyse and summarise the findings from various evaluation studies conducted under this evidence programme and other programmes, as assigned;
- Perform replication analysis as part of quality assurance of the grant programmes for which the individual will be trained by 3ie; and
- Contribute to the generation of writing outputs such as project briefs, minutes from meetings and learning documents.

3.3 Knowledge management and marketing

- Develop policymaker-friendly materials such as briefs, executive summaries, study summaries, blogs, conference abstracts and other reports for 3ie databases, internal tracking, website content and external channels;
- Assist with organising and planning 3ie events; and
- Attend local and international conferences to present work related to 3ie programmes, from time to time.

3.4 In-house research

The position will contribute to in-house research projects, including but not limited to push-button replications of data using statistical software, quantitative analyses of impact evaluation data, evidence syntheses (e.g. literature reviews, portfolio reviews, learning papers, data gathering), developing questionnaires and databases, and other research-related tasks.

3.5 Stakeholder engagement

The position includes working to expand existing and build new networks with stakeholders including academic researchers, professional evaluators, development practitioners and others, as required.

4. Qualifications and skills

4.1 Education and work experience

4.1.1 Required

- A Master's or equivalent in development economics, sociology, political science, public

- policy or business administration;
- At least two years of relevant professional work experience;
- Demonstrated knowledge of recent advances in labour economics and women's empowerment; and
- Proven experience of fieldwork in rural India.

4.1.2 Desirable

- Prior research or work experience in the gender studies;
- Prior experience and/or knowledge of impact evaluation methodology;
- Prior experience with and/or knowledge of qualitative research methods; and
- Prior experience in writing and producing reports, research papers or briefs.

4.2 Skills

- Demonstrated quantitative analysis skills using statistical software packages like STATA, R, or SPSS;
- The ability to communicate clearly and effectively in English and Hindi, both oral and written;
- A strong ability to work on a team and under pressure with strict deadlines;
- Strong organisation and planning skills, proactivity and perseverance; and
- Ability to work in a multicultural setting and sensitivity to people of all gender.

5. Eligibility

3ie will recruit one individual with the right to work in India. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

6. Terms of employment

Candidates should be available to start working in **early November 2020**. The salary range for this position is competitive and commensurate, based on location, qualifications and experience. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

7. How to apply

Please apply by email to jobs@3ieimpact.org with 'Research Associate-EO' as the subject line. Please attach the following documents in one email, and do not attach other documents beyond those requested below:

- A one-page cover letter highlighting experience most relevant to the job description
- Curriculum vitae (not to exceed two pages)
- Contact information for three professional references

The deadline for submitting applications is 25 September, 2020. Applications will be reviewed on a rolling basis and incomplete applications will not be considered. Only shortlisted applicants will be contacted.